



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office

2800 Cottage Way, Suite W1834

Sacramento, California 95825

www.ca.blm.gov

June 20, 2001



In Reply Refer To:

1112 (P)

CA-944

EMS TRANSMISSION: 06/20/01

Information Bulletin No. **CA-2001-039**

To: All Field Managers, FO Safety Officers and FO Safety Committee Members

From: State Director

Subject: Facilities Safety Inspection Checklist

DD: 09/01/01

DD: 09/30/01

The purpose of this Information Bulletin is to reissue existing Bureau and Departmental requirements sent in previous fiscal years.

As discovered during the National Program Management Review of Occupational Safety and Health Programs for BLM California (PMR), required annual safety inspections of our facilities have not been conducted on a regular basis. Last year, in anticipation of the PMR, the State Office provided funding for training specific to the conduct of safety inspections. Most, if not all of the Field Office Safety Officers in place at that time, attended this training and yet the inspections were not performed.

In accordance with the findings of the PMR and in observance of this annual requirement, the attached Safety Inspection Checklist will be used in conjunction with a full facilities inspection of every major office in California.

Field Office Safety Officers should solicit the support of their Field Managers and the assistance of their Field Office Safety Committee members to share with the workload of these inspections.

The Checklist is self explanatory. It will serve as the basis for the initiation of hazard abatement plans for major deficiencies or irregularities noted on the inspection. Safety inspection teams *may* need to discuss the inspection items with the building manager, lessor or contracting officer for their respective facility.

These inspections are to be conducted on or before **September 1, 2001**. The results will be documented and forwarded to the State Safety Manager, to arrive at the California State Office no later than COB **September 30, 2001**.

Finally, the requirement for the conduct and documentation of these inspections should be performed at least annually.

If you have any questions, please contact Jim Anger @ (916) 978-4521.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment:
Facilities Safety Inspection Checklist (9 pp)

FACILITIES SAFETY INSPECTION CHECKLIST

OK ACTION
NEEDED

GENERAL

- | | | |
|-----|-----|--|
| () | () | 1. Is the required OSHA workplace poster prominently displayed? |
| () | () | 2. Has the Office Head demonstrated an active interest in safety and health matters by defining a policy for the workplace and communicating it to all employees? |
| () | () | 3. Are the required Reports of Accident/Incident entered into the SMIS, for all employee and visitor accidents/incidents and <u>promptly</u> forwarded to the California Safety Manager, CA-940? |
| () | () | 4. Has the Safety Coordinator/Manager received the required training? |
| () | () | 5. Is there an active Safety Committee or group that allows and encourages participation of employees in safety and health activities? |
| () | () | 6. Does the Safety Committee or group meet regularly and prepare written reports of its activities? Are copies of the minutes promptly sent to the California Safety Manager, CA-940? |
| () | () | 7. Is there an established procedure for handling employee concerns regarding safety and health issues without fear of reprisal? |
| () | () | 8. Are workplace emergency plans current? Do they cover all types of natural disasters that might be anticipated to affect the workplace? |
| () | () | 9. Are emergency telephone numbers posted where they can be easily seen in the event of an emergency? |
| () | () | 10. Are the workplace emergency plans readily available for quick reference during working hours? |
| () | () | 11. Are the workplace emergency plans readily available for quick reference before and after working hours and on weekends? Are appropriate after hours telephone numbers included in the emergency plans? |
| () | () | 12. Does the workplace emergency plans list the name and extension of employees currently certified in CPR and First Aid? |
| () | () | 13. Have copies of the current emergency workplace plans been sent to the California Safety Manager, CA-950? |

- () () 14. Have all employees that drive either a government vehicle or a private or rental vehicle on government business attended a Defensive Driving Course within the last 3 years? Has the training been documented? Are employees notified of the need for required Defensive Driving refresher training at least 6 months before their Defensive Driving Certificate expires? Do the employees have valid State Driver Licenses?
- () () 15. Have all aircraft users had a minimum of 8 hours of aviation safety training within the last 3 years? Has the training been documented?
- () () 16. Have all employees that operate all terrain vehicles, 4-wheel drive vehicles, or other large or unique vehicles been properly trained in the operation of such vehicles? Has the training been documented? When appropriate, do the employees have a valid State Driver License to operate such vehicles?
- () () 17. Have appropriate employees been trained in CPR and First Aid? Has the training been documented? Are employees notified of available refresher training before their CPR and/or First Aid certificates expire?
- () () 18. Has other appropriate safety and health training been provided for appropriate employees? Has such training been documented? Types of training provided include:

ELECTRICAL WIRING, FIXTURES, AND CONTROLS

29 CFR 1910.301

- () () 1. Are fuses and circuit breakers the right type and size for the load on each circuit?
- () () 2. Are all fuses free of "jumping" with pennies or metal strips?
- () () 3. Are all switches properly identified to show their purpose?
- () () 4. Do switches or circuit breakers show evidence of overheating?
- () () 5. Are switches mounted in clean, tightly closed metal boxes?
- () () 6. Are all outlets covered by face plates?
- () () 7. Are all plugs safe to use?

- () () 8. Are metallic cable and conduit systems properly grounded?
- () () 9. Are outlets tested for proper grounding?
- () () 10. Are grounded-fault circuit interrupter outlets provided in restrooms or at other locations within 6-feet of a water surface?
- () () 11. Are portable electric tools and appliances grounded or double insulated?
- () () 12. Is any cord temporarily placed in a walkway covered by a runner?.
- () () 13. Are all electrical cords 3-pronged and free from fraying or other defects?
- () () 14. Are all telephone cords and any temporary extension cords secured under desks or alongside baseboards?
- () () 15. Do all electrical installations in hazardous (classified) locations due to the possible presence of flammable vapors, liquids or gasses, or combustible dusts or fibers meet the OSHA requirements of 29 CFR 1910.307 for such locations?
- () () 16. Are electric motors clean and kept free of excessive grease and oil?
- () () 17. Are electric motors properly maintained and provided with adequate over-current protection?
- () () 18. Are portable lights equipped with proper guards?
- () () 19. Are all lamps kept free of combustible material?

EXITS AND ACCESS

29 CFR 1910.35

- () () 1. Are all exits visible and unobstructed?
- () () 2. Are all exits marked with a readily visible sign that is properly illuminated?
- () () 3. Are there sufficient exits to ensure prompt escape in cases of emergency?
- () () 4. Are adequate controls established and posted for areas requiring limited occupancy?

- () () 5. Is the exterior egress from the emergency exit to designated safe areas smooth, solid, and substantially level?
- () () 6. Are special precautions taken to provide employees with adequate exits during construction and rehabilitation work?
- () () 7. Are latches or other fastening devices on exit doors provided with a panic bar for easy exit?

FIRE PROTECTION

29 CFR 1910.155

- () () 1. Are portable fire extinguishers provided in adequate number and type? (Total travel distance does not exceed 75 feet for a Class A fire or 50 feet for a Class B fire).
- () () 2. Are fire extinguishers serviced annually and such service properly noted on the inspection tag?
- () () 3. Are fire extinguishers mounted in readily accessible locations?
- () () 4. Are fire extinguisher locations marked with a readily visible sign?
- () () 5. Are fire extinguishers inspected monthly for general condition and operability? Is the monthly inspection recorded on a tag attached to the extinguisher?
- () () 6. Is the fire alarm system tested at least once a year?
- () () 7. Are evacuation drills conducted at least once a year?
- () () 8. Are employees periodically instructed in use of extinguishers and fire protection procedures?
- () () 9. Is the Emergency Evacuation plan current and posted throughout the building?
- () () 10. Are any interior stand pipes and valves inspected regularly?
- () () 11. Are fire doors and shutters in good operating condition? Are fusible links in place, unobstructed, and protected from obstruction?
- () () 12. Is the local fire department well acquainted with the facilities and any specific hazards?

HOUSEKEEPING AND GENERAL WORK ENVIRONMENT

29 CFR 1910.141

- () () 1. Are halls, passageways, storerooms, and service rooms kept in a clean, orderly and sanitary condition?
- () () 2. Is the general work area free from clutter and excess accumulation of paper or other debris?
- () () 3. Are food products not kept in the same refrigerator as batteries, film, chemicals, or other non-food products?
- () () 4. Are rubbish and litter disposed of daily?
- () () 5. Are there tripping hazards in halls, walkways, or work areas?
- () () 6. Are carpets well secured to the floor and free of worn or frayed seams?
- () () 7. Is smoking permitted in designated SMOKING areas only?
- () () 8. Are NO SMOKING signs prominently posted for areas containing combustibles and flammables?
- () () 9. Do the toilet facilities meet the requirements of applicable sanitary codes?
- () () 10. Are adequate washing facilities provided?
- () () 11. Are all areas of the facility adequately illuminated?
- () () 12. Are the building ventilation systems regularly checked for their performance and balanced when necessary?
- () () 13. Are stairways in good condition with standard risers provided for every flight having four or more risers? Are non-slip treads provided?
- () () 14. Have weeds or other combustible material been removed from within 20 feet of any building?
- () () 15. Are portable ladders adequate for their purpose, in good condition, and provided with secure footing?
- () () 16. Are fixed ladders adequate, in good condition, and equipped with side rails or cages or special climbing devices, if required?
- () () 17. Are all areas below 7 feet in height free from nails, hooks, screws, and any other sharp protruding objects.

MEDICAL AND FIRST AID

29 CFR 1910.151

- () () 1. If a hospital or medical clinic is not located near your facility, is one or more employee trained in first aid?
- () () 2. Are the first aid supplies adequate for the type of potential injuries in the workplace?
- () () 3. Are there quick water flush facilities available where employees are exposed to corrosive materials?

MACHINES AND EQUIPMENT

29 CFR 1910.212

- () () 1. Are all machines or operations that expose operators or other employees to rotating parts, pinch points, flying chips, particles or sparks adequately guarded?
- () () 2. Are mechanical power transmission belts and pinch points guarded?
- () () 3. Are hand tools and other equipment regularly inspected for safe condition?
- () () 4. Whenever compressed air is used for cleaning is the pressure reduced to 30 psi or less?
- () () 5. Are power saws and similar equipment provided with safety guards?
- () () 6. Are grinding wheel tool rests set to within 1/8-inch or less of the wheel?
- () () 7. Are grinding wheels worn or cracked?
- () () 8. Is all machinery and equipment kept clean and properly maintained?
- () () 9. Are power saws and similar equipment provided with proper safety guards?
- () () 10. Are radial arm saws equipped with an automatic return?
- () () 11. Are table saws equipped with anti-kickback devices?
- () () 12. Are eye guards and other protective equipment located near the machine area?

COMPRESSED GASES

29 CFR 1910.101

- () () 1. Are compressed gas cylinders examined regularly for obvious signs of defects, deep rusting or leakage?
- () () 2. Are compressed gas cylinders securely fastened at all times and capped at all times when not in actual use?
- () () 3. Are compressed gas cylinders only moved with an appropriate dolly?
- () () 4. Are compressed gas cylinders segregated so that full, empty, oxidizers and flammable gases are stored separately?

FLAMMABLE LIQUIDS

29 CFR 1910.106

- () () 1. Are approved safety cans or other acceptable containers used for handling and dispensing flammable liquids.
- () () 2. Are contents of safety cans or other acceptable containers clearly marked in large letters on the outside of the container.
- () () 3. Are all flammable liquids that are kept inside buildings stored in proper storage containers and placed in approved flammable storage cabinets?
- () () 4. Is storage of flammable materials at the work area limited to only a one days supply and all excess materials returned to the flammable storage cabinet at the end of the work day?
- () () 5. Are flammable storage sheds provided with adequate ventilation?
- () () 6. Is properly designed electrical wiring and equipment installed in flammable storage sheds?
- () () 7. Do flammable storage sheds have a clear aisle at least 3-feet wide?
- () () 8. Is there at least one portable fire extinguisher located outside, but not more that 10-feet from the door opening of the flammable storage shed?
- () () 9. Are containers of over 30 gallon capacity not stacked?
- () () 10. Are NO SMOKING signs posted and smoking regulations strictly enforced in areas used for storage of flammable liquids?

WELDING, CUTTING AND BRAZING

29 CFR 1910.251

- () () 1. Are only authorized, trained personnel permitted to perform welding, cutting, or brazing operations?
- () () 2. Have operators been provided a copy of operating instructions and directed to follow them?
- () () 3. Are welding gas cylinders stored so they are not subjected to damage?
- () () 4. Are valve protection caps in place on all cylinders not connected for use?
- () () 5. Are all combustible materials located near the operator covered with protective shields or otherwise protected?
- () () 6. Is a fire extinguisher provided at the welding site?
- () () 7. Do operators have the proper protective clothing and equipment?

PERSONAL PROTECTIVE CLOTHING & EQUIPMENT

29 CFR 1910.132

- () () 1. Are hard hats provided and worn where any danger of falling objects exists?
- () () 2. Are protective goggles or glasses provided and worn where there is any danger of flying particles or splashing of corrosive materials?
- () () 3. Are protective gloves, aprons, shields, or other equipment provided for protection from sharp, hot, cold or corrosive materials?
- () () 4. Are approved respirators provided for regular or emergency use where needed?
- () () 5. Is all protective equipment maintained in a sanitary condition and readily available for use?
- () () 6. Is special equipment available for electrical workers?
- () () 7. Are noise protection devices available?

HAZARD COMMUNICATION

29 CFR 1910.1200

- () () 1. Is a written Hazard Communication Plan on file? Has this plan been reviewed by the State Hazard Materials Coordinator?
- () () 2. Have all hazardous materials been inventoried and the inventory made available to all employees?
- () () 3. Have employees been trained in the use of hazardous materials that they might use or come in contact?
- () () 4. Are all hazardous material containers properly labeled?
- () () 5. Are Material Safety Data Sheets (MSDS) available for all hazardous materials?
- () () 6. Are all containers of hazardous materials properly stored?
- () () 7. Is storage of hazardous materials at the work area limited to a one day supply with all excess quantities returned to the storage area at the end of the work day?
- () () 8. Is there a clear process in place for the appropriate disposal of any/all flammables, solvents, chemicals and hazardous materials?